



**INVESTMENT ANALYST TRAINEE
NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF INVESTMENT**

The New Jersey Department of the Treasury, Division of Investment, manages and invests approximately \$90 billion of investments assets of the State Pension Plans, State of New Jersey Cash Management Fund, Supplemental Annuity Collective Trust (a 403b plan), a portion of the NJBEST Fund (a 529-college savings plan) and several funds under the New Jersey State Employees Deferred Compensation Program (a 457 plan). The mission of the Division of Investment is to achieve the best possible return at an acceptable level of risk using the highest fiduciary standards.

The Division of Investment seeks Investment Analyst Trainees who will participate and assist in the process of evaluating and monitoring investments. These positions may be involved in investments across one or more of the following asset classes: public equity, fixed income, private equity, real assets, and risk mitigation. These positions will report to a senior member within the Division and review financial statements and reports, monitor current events and market trends, track and monitor performance on a monthly/quarterly basis, including the assembly of detailed portfolio reports; input/maintain databases of manager holdings, exposures and other relevant information and complete assigned special projects.

SALARY: Starting salary is \$50,248.70, with an increase to \$52,560.55 after 6 months of employment and satisfactory performance. A comprehensive benefits package is offered.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by eighteen (18) semester hour credits in any one or combination of the following areas: accounting, finance, money and banking, statistics, economics or investments. **APPLICANT SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) DOCUMENTING POSSESSION OF DEGREE.**

NOTE: A Master's degree from an accredited college or university in one of the areas listed above will satisfy the above education requirement.

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit:

<http://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

If you are qualified and interested in this employment opportunity, please send your cover letter, resume, transcripts (official or unofficial) and application for employment by **Monday, June 4, 2018**. All submissions must be received by **5:00 pm (close of business) on the last day of the posting period.**

**NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "INVESTMENT ANALYST TRAINEE" in the Subject Line)**

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

New Jersey is an Equal Opportunity Employer